

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ0067647
POSITION NO: 202236
CLASS CODE: 0401

Date Posted: 03/25/13
Closing Date: OUF

POSITION TITLE: ASSISTANT ATTORNEY GENERAL
DEPARTMENT NAME: Office of the Attorney General
DEPARTMENT NO: 006 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S74A - S74F
Days: Mon - Fri Permanent: ☒ SALARY: 102,689.60 -
Hours: 8am - 5pm Temporary: ☐ Duration: \$ 119,059.20 Per Annum
Part-Time: ☐ No. of Hrs/Wk: \$ 49.37 - 57.24 Per Hour
(DEPENDING ON EXPERIENCE)

DUTIES AND RESPONSIBILITIES:

Under general direction, manages a component "Labor & Employment Unit" of the Office of the Attorney General; Provides legal direction to other attorneys and advocates in preparing and responding to complex legal questions and assignments regarding issues in proposed adverse employment actions taken against employees of the Navajo Nation, and Navajo Nation Chapters cases; determines if subject legal issues prepared for trial by subordinate attorneys, advocates are of significant importance to pursue or prosecute; performs professional legal work in counseling, research, trial and other legal work; Defend, or facilitate the defense of the Navajo Nation on personnel/labor matters before the Office of Hearings and Appeals, the Labor Commission, arbitration mandated by any applicable collective bargaining agreements, the District Courts of the Navajo Nation, and the Supreme Court of the Navajo Nation. Serve as legal counsel on personnel matters which are of such scope, normally requiring the concentrate efforts of several attorneys/advocates to aid in the closure of such subject matter; interviews witness, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Serve as in-house counsel in complex labor matters, such as assist the Navajo Nation with compliance of Title 15 of the Navajo Nation Code, including Sec. 606 (Union and employment agency activities; rights of Navajo workers), or other wise facilitate and participate in the representation of the Navajo in Collective bargaining matters. Advise clients and members of the various oversight committees of the Navajo Nation Council, as is required, on legal questions. Provides opinion on federal employment/labor law and/or legislative proposals that may impact the Navajo Nation. Assist in routine operations of Department of Justice.

QUALIFICATION REQUIREMENTS:

Education and Training:

Juris Doctorate; and

Experience:

Eight (8) years professional experience in practice of law, two (2) years of which must have been in a supervisory capacity. ***Preferred:*** two (2) years experience in Navajo law, litigating of complex cases

(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of judicial procedures and rules of evidence; considerable knowledge of the methods and practices of pleadings and of effective techniques in the presentation of cases in courts; considerable knowledge of the principles, methods, materials, and practices of legal research; and considerable knowledge of the functions, policies, and rules and regulations of the employing department. Ability to analyze, appraise and organize facts, evidence and precedents; and to present such materials in clear and logical form for oral or written presentation; and to establish and maintain effective working relations with those contracted in the course of work. Knowledge of the principles and practices of public administration.

License/Certification Requirements:

Licensed to practice law in the state of Arizona, New Mexico or Utah and the Navajo Nation.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99